Marion County Public Health Department
Department of Epidemiology
3901 Meadows Drive
Indianapolis, IN 46205-3113
Phone (317) 221-3355   Fax (317) 221-4404
Epidemiology@marionhealth.org

How to submit a data request to the Department of Epidemiology

For External Client Requests, not requests from MCPHD staff

Please email your request to epidemiology@marionhealth.org.
Please be as specific as possible about the information you need.

1. **Primary contact's name, phone number, and email address.** Who should we contact with questions about this request?

    Name: _____

    Job Title: _____

    Organization: _____

    Is this a non-profit organization or government agency? Yes ☐   No ☐

    Address: _____

    _____

    Email address: _____

    Telephone number: _____

    Fax number: _____

2. **Why do you need the information?** The better we understand the purpose of the information, the better we can suggest the best resources for addressing it. We have many statistics already available that might quickly address a need, and we may have information sources that you have not considered.

    _____

    _____

    _____

3. **Please let us know what timelines or deadlines impact your request:** Four weeks is our standard turn-around time for requests involving data that we have in house, but we do not already have available in a suitable format. Requests for data that we do not have in house may take longer, depending on data agreements with other agencies, etc. However, we try hard to accommodate clients who have specific dates for when information is needed.

    Date Request Made: _____

    Date Info Needed: _____
    Other deadline information or comments:

    _____

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4. **The statistics you want**: *For example: "prevalence of obesity", "incidence of gonorrhea", "life expectancy", "general health profile", "teen birth rate," etc.*

5. **The universe to be included (who, where, when):**
   - Demographic (age range, race or ethnicity limitations, gender, etc.)
   - Geography (All of Marion County? Just certain ZIP codes?)
   - Time period (what date range the data should cover, e.g., 2012-2016)

6. *Stratification:* If you want the data broken out by age groups, race, gender, geography, or the like, specify the groupings you desire. *For example, you might request the prevalence of obesity:*
   - *Overall*
   - *Stratified by age (0-17, 18-64, 65+)*
   - *Stratified by age (same age groups) combined with time periods (2012-2013 vs. 2014-2015).*

   Note: If the request would reveal individual records or strata with few individuals, the results may be masked or IRB approval may be required.

7. **Additional Comments** you would like to add about your request:

Additional Information

We may contact you to: clarify your request, consult you on how best to address it with the data that are available, and make sure that we are providing what you need.

The following restrictions apply to the information we provide:
- We will not release facility-specific data (by hospital, etc.), in compliance with our data-sharing agreements.
- Any statistical measures (counts, percentages, rates, etc.) may be suppressed to maintain confidentiality. Generally, cell values smaller than 5 are not reported, although there are exceptions.
- Requests for datasets rather than summary statistics will usually require approval by an IRB and by the MCPHD Research Review Committee.

If you have questions that are not addressed above, please contact us (the MCPHD Epidemiology Department), at 317-221-3355 or epidemiology@marionhealth.org.

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